

FREQUENTLY ASKED QUESTIONS

The information presented herein was assembled by the Missouri State Committee of Marital & Family Therapists and staff. This information is being provided for informational purposes only and shall not be construed as legal advice concerning any of the covered subject areas. To review the law and rules regarding marital and family therapists, please visit pr.mo.gov/marital and click on the icons Statutes or Regulations.

If the state committee determines course work is needed in a core area what does an applicant need to submit to verify s/he has course work in that area?

An applicant can always submit additional information such as a course description, letter from the college or university, or syllabus to clarify content of the course. If an applicant submits a course description, the description **must** be from a school catalog. Typed or handwritten notes from the applicant are not acceptable.

How is the start date for supervision determined?

Supervision is effective the date the registration of supervision or supervision change of status form is received in the state committee office and contingent upon the supervisor meeting the requirements for MFT supervision. It cannot be backdated or retroactive to the start of employment.

How does an applicant change and/or add a supervisor and/or setting?

To change or add a supervisor or setting, a person must file a change of supervision form with the \$25 change supervision fee. Like the registration of supervision, the change of supervisor or setting is effective the date the form is received in the state committee office.

When can a person take the national examination?

A person can take the examination in marital and family therapy developed by the Association of Marital and Family Therapy Regulatory Boards at any time after the master's degree is awarded. Persons interested in applying for the national exam need to contact the state committee office. Information regarding the examination is available at <http://www.amftrb.org/exam.cfm>.

When does a person apply for licensure?

An applicant has 60 months from the date approved by the State Committee to complete the required hours and months. It is recommended the applicant file for licensure no more than 30 days in advance of completion of supervision.

An applicant must complete 3,000 hours and 24 months of supervised experience in marital and family therapy. Additionally, during the period of supervised experience the applicant must complete at least 1,500 hours of direct client contact. Direct client contact is defined as face to face therapy.

How does an applicant calculate supervision hours?

Supervised marital and family therapy experience includes direct client/patient contact AND marital and family therapy related duties such as the development of a treatment plan, writing treatment notes, or attending seminars relating to MFT. Remember that all direct client/patient contact and any marital and family therapy related duties are according to the full order, control and responsibility of the supervisor approved by the state committee. The supervisor and marital and family therapist or SMFT are responsible for keeping track face-to-face meetings required for the supervised experience. The applicant must remain under supervision until permanently licensed. When calculating supervised experience here are some general guidelines.

- i. Determine start and end dates of the supervision and the number of weeks comprising that time period. If supervised in Missouri, the applicant and supervisor were sent a letter from the State Committee indicating the effective date of licensure supervision. For ease of calculation all months have four weeks.

- ii. Hours are broken down into two categories, direct client contact and MFT related hours. Remember that direct client contact hours are part of the total. Determine number of hours per week applicant was involved in direct client contact AND marital and family therapy related activities.
- iii. Multiply the number of weeks by the number of hours per week to obtain total hours of direct client contact and total hours of marital and family therapy experience.

Example: Applicant is approved for supervision effective January 1, 2005 and changes supervisors on July 1, 2005. On the average the applicant was engaged in direct client contact twenty hours per week within a forty hour work week.

Direct client contact hours for 6 months = 24 weeks (6x4) x 20 hours per week = 480 hours of direct client contact.

Total Hours = 6 months = 24 weeks (6x4) x 40 hours per week = 960 hours

Who can provide licensure supervision?

A license marital and family therapist, licensed professional counselor, licensed psychologist, psychiatrist, or license clinical social worker can provide supervision for licensure. However, there are certain requirements a supervisor must meet in order to licensure supervision. Please see Supervisor Credential Verification form.

What if supervisor for licensure is not employed at the same setting as the applicant?

If a licensure supervisor is not employed at the same setting as the applicant, there must be a document to affiliate the supervisor. The supervised marital and family therapist or SMFT, licensure supervisor and a representative of the work setting sign this document. A model contract is available from the state committee office or the state committee's website for anyone to use or amend. The model contract affiliates the supervisor to the setting for the purpose of licensure supervision.

How long will it take for the state committee to review application materials?

It can take up to sixty (60) days for materials to be reviewed. The state committee schedules a one-hour conference call meeting approximately every eight weeks. Dates for conference calls and meetings are posted on the web site <http://www.pr.mo.gov/marital-meetings.asp>. An applicant's file must be complete with all required documentation at least thirty days prior to any state committee conference call or face-to-face meeting. Once the state committee has reviewed the materials it can take approximately 1-2 weeks for the results to be mailed to the applicant. Please be advised that the results **cannot** be given out over the telephone.

CONTINUING EDUCATION INFORMATION

Are there any specific educational requirements (specific courses on specific topics) that are required?

Section 337.718.1 RSMo requires certain health care professionals to complete **at least two hours** of continuing education in suicide assessment, referral, treatment, and management training, as a condition of the renewal of the license. The provision was effective August 28, 2018. The two (2) hours are applicable to the forty (40) continuing education requirement outlined below.

Section RSMo 337.718.1 RSMo of the licensure law states, "...Effective August 28, 2008, as a prerequisite for renewal, each licensee shall furnish to the committee satisfactory evidence of the completion of the requisite number of hours of continuing education as defined by rule, which shall be no more than forty contact hours biennially. The continuing education requirements may be waived by the committee upon presentation to the committee of satisfactory evidence of illness or for other good cause." Continuing education can be taken at any time within the biennial cycle however all hours must be completed prior to the expiration of the license.

Continuing education consists of two formats; **formal** and **self-study**. A licensee **must** obtain at least twenty (20) hours of formal continuing education. Formal hours include workshops, seminars, meetings, on-line (must have certificate or letter documenting date, hours & topic) post degree graduate course work, and in-service presentations provided by employers. The remaining hours in continuing education can be obtained via self-study or through additional formal CE. In general, if a licensee receives a certificate, letter, or transcript of completion documenting date, topic, provider, and number of hours, the continuing education is considered formal.

Do MFTs need to have official CE credits that are paid for through an institution, or can it be verified through a Certificate of Attendance?

- Any **formal** continuing education must be verified with a certificate of attendance or similar document that includes the name of the seminar, date, and number of continuing education hours. Formal continuing education hours are defined in the regulations as one or a combination of any of the following;
 1. **Post graduate course work offered by a regionally accredited educational institution.** Such course work shall be relevant to marital and family therapy as defined in section 337.700 (7) and (8) RSMo and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education.
 2. **Presenting research at a formal professional meeting.** A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. No credit would be granted for any subsequent presentation on the same subject matter during the same renewal period;
 3. **Attending relevant professional meetings when such meetings include verification of attendance.** Such meetings can be international, national, regional, state, or local, and must be related to the profession.
 4. **Attending work shops, seminars, or continuing education courses relevant to marital and family therapy as defined in section 337.700 (7) and (8) RSMo.** Upon request by the state committee the licensee shall provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the work shop, seminar or course provider.
 5. **Written contributions to relevant professional books, journals, or periodicals.** A licensee shall be eligible to receive three (3) hours of continuing education for publication in a non referee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours for each chapter in a book, ten (10) continuing education hour for editing a book, and fifteen (15) continuing education hours for the publication of a book.
 6. **Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations.** A licensee would be eligible for CE based upon number of hours licensee attended a meeting.
 7. **A licensee who is a faculty member at an accredited educational institution may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution.** The area(s) taught by the licensee must relate to the following core areas; Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies and Research Methodology.
 8. **A licensee teaching formal continuing education hours may receive CE during a biennial cycle.** The CE must relate to the following core areas; Theoretical Foundations of Marriage and Family Therapy, The Practice of Marriage and Family Therapy, Human Development and Family Studies, Ethics and Professional Studies, and Research Methodology.
- A licensee may obtain at up to twenty (20) hours of self study continuing education. Self study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups. Preparation credit may not be claimed

pursuant to this regulation for presentations that are used for CE in the aforementioned 1, 2, 6, 7, or 8.

Providing marital and family therapy, workshops on personal growth, supervision of individuals for licensure or employment, or services provided to professional associations or organizations will not be considered for continuing education contact hours.

- Included, but not limited to the following, is a list of approved continuing education providers:
American Association for Marriage and Family Therapy and any chapter or division of AAMFT;
American Counseling Association and any chapter or division of ACA;
American Medical Association and any chapter or division of AMA;
American Mental Health Counselors Association and any chapter or division of AMHCA;
Local, state, regional, or national psychological associations;
Local, state, regional, or national social worker associations;
National Board for Certified Counselors (NBCC);
Regionally accredited colleges and universities.

If an MFT obtains continuing education in order to satisfy another licensure (e.g., LCSW, LPC or licensed psychologist), would that be able to satisfy for LMFT CE hours as well?

As long as the licensee can document the required hours meet MFT requirements, in the time frame required for MFT, continuing education obtained for other licensed professions can apply to the MFT requirement.

SUMMARY

- Total of forty (40) hours of continuing education must be completed, prior to the expiration date of the license.
 - At least twenty (20) hours of continuing education must be formal CE, documented with a certificate or letter of completion listing seminar/workshop title, date, number of hours and provider.
 - At least two (2) hours in suicide prevention training must be completed. These hours can be formal continuing education or self-study.
- Remaining CE hours can be completed via self study, formal or a combination of formal and self study.

INSTRUCTIONS MFT APPLICATION FOR LICENSURE

All sections of the application for licensure form must be completed, unless otherwise noted. If additional space or information is necessary, please include the information on a separate sheet of paper. Failure to complete the application, complete a background check, or include the \$100 application fee will result in a delay in reviewing the application by the State Committee. A background check is required. See instructions below for making an appointment for fingerprinting.

SECTION I – GENERAL INFORMATION

Section I must be completed by the **applicant** for licensure as it relates to personal data. Check **EXAMINATION** if applying based upon being scheduled to take the national examination as established by the Association of Marital and Family Therapy Regulatory Boards. Check **SCORE ENDORSEMENT** if applying based upon passing the national examination as established by the Association of Marital and Family Therapy Regulatory Boards. (See item #16 Exam Score Endorsement for detailed information regarding the national examination). Check **RECIPROCITY** if applying based upon currently licensure as an MFT in another state.

SECTION II – EDUCATIONAL INFORMATION

If the applicant registered supervision with the Missouri State Committee of Marital & Family Therapists, please skip this section and complete Section III and the remainder of the application form. Otherwise this section must to be completed by the applicant. If the applicant needs to complete items A-G of this section compare the graduate transcript to this form. Remember, a course can be used only once. The applicant may refer to page 2 (reverse side) of these instructions for a definition of the core courses or 20 CSR 2233-2.010 of the regulations.

SECTION III – PROFESSIONAL EXPERIENCE

Section III relates to supervision obtained after an advanced degree is conferred. Supervision obtained in Missouri must have been registered and approved by the State Committee. If submitting supervision from an licensed marital and family therapist, licensed professional counselor, licensed clinical professional counselor, licensed clinical social worker, licensed psychologist, or psychiatrist in another state, the applicant must submit a Verification of Post Degree Experience form or request the state of licensure send a copy of the applicant's file to the State Committee. Supervisors from another state must be compliance with the education, licensure and supervisor training requirements of Missouri. If the State Committee determines that the supervisor requirements in another state are substantially the same as Missouri, supervised months and hours may apply toward Missouri's licensure requirements. If the applicant has more than three supervised work sites, please include the additional information on a separate sheet of paper.

APPLICANT INFORMATION

This section relates to an applicant's background. If "yes" is marked for any of the answers, the applicant must either submit a separate, written explanation with the signature notarized or attach the explanation to the application. If this information was included on the Registration of Supervision form, please make a note of that in this section of the application.

STATEMENT OF APPLICANT

The applicant must read the statement and sign in the presence of a notary public. Signing, dating, and notarizing this form confirms that the applicant has truthfully and accurately completed the form to the best of her/his ability.

CORE AREA DEFINITIONS – SECTION II EDUCATIONAL EXPERIENCE

Theoretical Foundations of Marriage and Family Therapy—Courses in this area cover the development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy;

Practice of Marriage and Family Therapy—Courses in this area cover the historical development, theoretical foundations, contemporary conceptual directions, and critical philosophical issues of marriage and family therapy and applied marriage and family therapy practice. Within the context of systems theory and marriage and family therapy, courses will cover assessment, evaluation and treatment of dysfunctional relationship patterns and mental disorders consistent with the scope of practice as defined in section 337.700(7), RSMo. Major marriage and family therapy assessment methods and instruments shall be covered;

Human Development and Family Studies—Courses in this area cover the life cycle of individuals, couples and families and the modification of relationship dynamics over time from a systems perspective. Courses shall address issues of relationships, normal development and dysfunctional patterns, as well as issues of sexuality, gender, ethnicity, race, socioeconomic status, religion, culture and other issues of diversity which emerge in a pluralistic society;

Ethics and Professional Studies— Courses in this area cover the development of professional commitment, identity, and accountability. Studies shall include professional socialization and professional organizations, licensure and credentials, legal responsibilities and liabilities of clinical practice and research, business ethics in professional practice, family law, confidentiality, professional marital and family therapy codes of ethics, and cooperation with members of other mental health professions. The course shall be specific to the practice and profession of marriage and family therapy;

Research Methodology—Courses in this area cover an understanding of research methodology and data analysis with the ability to evaluate research. Course content shall include both qualitative and quantitative research;

Practicum in Marriage and Family Therapy—The practicum or internship consists of direct, face-to-face client contact to include couple and family formats. Individual supervision with one (1) or two (2) students in face-to-face consultation with a supervisor shall be provided. Students shall be trained to make relevant assessments of client systems;

Effective August 28, 2008 Diagnostic Systems—Courses in this area provide an understanding and a working knowledge of psychodiagnostics using classification systems with an emphasis on the current edition of the *Diagnostic and Statistical Manual of Mental Disorders* (DSM). Course content regarding the DSM must include understanding the organizational structure, professional terminology used in the manual, and competence in its application as it is used in the assessment process and subsequent treatment planning relative to the practice of marital and family therapy.

BACKGROUND CHECK

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at <https://www.machs.msdp.dps.mo.gov/MACHSFP/wizard.html> to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. Applicants seeking licensure as a marital and family therapist, this registration number is **5408**. The registration number ties all agency/licensure entity identifying information together to insure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the state committee office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED BY THE COMMITTEE, A LICENSE WILL NOT BE ISSUED.

INSTRUCTIONS

MFT REGISTRATION OF SUPERVISION APPLICATION

In order to assure all sections are accurate, the applicant and supervisor are encouraged to work together when completing the Registration of Supervision form. All sections on the registration of supervision form must be completed, unless otherwise noted. If additional space is necessary, please include additional information on a separate sheet of paper. Failure to complete application, submit the required fee, complete a background check or request graduate transcripts be sent to the State Committee will result in delaying application review.

SECTION I - APPLICANT DATA

Section I must be completed by the **applicant** for supervision as it relates to personal data.

SECTION II – EDUCATIONAL EXPERIENCE

Section ii relates to graduate degrees. Please list masters, specialist, or doctoral degree(s) only. Transcripts documenting graduate course work must be sent to the State Committee by the college or university. Items A – F are the core areas of education. Complete this section by comparing the graduate transcript(s) to this form. Remember, a course can be used only once. The applicant may refer to page 2 (reverse side) of these instructions for a definition of the core areas.

SECTION III - SUPERVISOR DATA

Section III relates to the licensure supervisor. This section Mbe completed by the **licensure supervisor**. If the supervisor is not employed at the supervision site listed in **Section IV-Supervised Practice Setting**, a contract affiliating the supervisor to the site must be submitted to the State Committee. A model contract is available by contacting the State Committee office or at the web site pr.mo.gov/marital.

SECTION IV- SUPERVISED PRACTICE SETTING

Section IV provides information regarding the location where the applicant will provide marital and family therapy. NOTE: If the supervision site is a private practice, numbers 18 -20 must be completed.

SECTION V - NATURE OF SUPERVISION

Section V must be completed by the applicant and reviewed by the licensure supervisor. This section identifies clients receiving marital and family therapy from the applicant, related duties performed by the applicant, and how the supervisor will oversee the progress of the applicant.

APPLICANT INFORMATION

Questions 27 a-f relate to the applicant's background. If "yes" is marked for any of the answers, the applicant must submit a separate explanation in writing with the signature notarized or submit a written statement attached to the application.

STATEMENT OF EMPLOYER

This information must be signed and dated by a representative of the supervision site if both the supervisor and applicant are employed at the site. A human resource or personnel representative, clinic director etc. may sign this section. If you are obtaining supervision from someone not employed at this setting, skip this section and submit a contract affiliating the supervisor to the setting.

SECTION VII - STATEMENT OF APPLICANT

Signing and dating this form confirms that the applicant understands the law and regulations associated with the supervision process.

SECTION VIII – STATEMENT OF SUPERVISOR

Signing and dating this form confirms that the supervisor understands the law and regulations associated with the supervision process.

CORE AREA DEFINITIONS – SECTION II EDUCATIONAL EXPERIENCE ITEMS A-F

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PLEASE BE ADVISED THAT THE RESULTS OF THE BACKGROUND CHECK MUST BE REVIEWED BY THE STATE COMMITTEE AS PART OF THE APPLICATION PROCESS.